



Human Resources Newsletter

January 2004 News

What's New, What's Hot

- **Electronic Distribution of PPM's** - To increase efficiency, the HR Section will now electronically transmit new/revised policies & procedures (PPM's) to appointing authorities. The PPM format has been standardized to improve on-line readability, with attached forms to mirror downloadables. HR will continue to provide corresponding written explanations of new/revised text and will furnish hard copies containing the DOTD Secretary's signature upon request. Any questions/comments may be directed to Susan Pellegrin, HR Assistant Director, at susanpellegrin@dotd.louisiana.gov or Ph. (225) 379-1292.
- **DOTD's Temporary Appointments Policy (PPM #27)** was recently revised to reflect **changes in Weststaff temporary staffing service procedures**. Specifically, new timecards, now in Excel format, allow for electronic signature and e-mailing to improve efficiency in time-tracking and payment. Appointing authorities/supervisors are encouraged to become familiar with the procedural changes in Part IV of the PPM, especially those who have a currently-assigned Weststaff employee. Any questions/comments may be directed to Susan Pellegrin, HR Assistant Director.
- **LASERS Self-Directed Plan** is effective January 1, 2004. DROP/IBO participants will be able to choose from a menu of investment options in allocating their DROP/IBO balances. Under a recently enacted law (Act 818 of the 2003 Regular Session), LASERS will establish a Self-Directed Plan (SDP) administered by a third-party provider under contract with LASERS. The third-party provider is Great-West Retirement Services. They will allow you to choose fixed investment options and mutual funds from asset classes with different holdings, management styles, and risk factors. You will be able to diversify your investments in the way that you would like. You will have the option to choose the LASERS DROP/IBO account, or the new Self-Directed Plan if:
 - you retired and selected the Initial Benefit Option (IBO) before January 1, 2004, or
 - your DROP start date was before January 1, 2004, or
 - you were eligible for regular retirement before January 1, 2004, continue to work, and later enter DROP within the 3-year 60-day window, or take the IBO, or
 - you are the beneficiary of a DROP/IBO account.
- Great-West may be contacted by calling 225-926-8086 or 800-937-7604 or by visiting their office at 2237 S. Acadian Thruway, Suite 702, Baton Rouge, LA 70808. Visit their website at www.LouisianaDCP.com for more information. You may also visit LASERS website at www.lasers.state.la.us for more information. DOTD point of contact is Christy Smith at 225-379-1229. (Note: Please remember to complete paperwork 60-90 days prior to retirement or DROP.)

Special Events

- January 1-2 - New Year's Holiday
- January 5 - Deadline for Nominations for Employee Recognition Yearly Awards
- January 6 - HQ Employee Recognition Committee Meeting for Quarter Ending 12/31/03
- January 7 - CS Commission Meeting
- January 12 - Inauguration Day
- January 15 - HQ Employee Recognition Committee Meeting for Year Ending 12/31/03
- January 19 - Martin Luther King, Jr. Day
- January 21 - SCHR



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HR Unit Updates

Compensation Unit

- The Compensation Unit welcomes our newest member, Tiffani Hawkins. Tiffani replaces Lacey Holliday who transferred to the Public Information Section last October. Please join us in making her feel at home.

Personnel Management Unit

- Our July 2003 HR Newsletter advised that for any factor rated "Needs Improvement" or "Poor" (regardless of the overall rating), the rating supervisor must attach supporting documentation to the PPR form. However, in light of a recent CS Commission opinion and decision regarding the documentation required on a PPR, Robert Boland, CS General Counsel, offered guidance to HR professionals in state government. We are therefore passing this important information on to you and request that you further provide it to all rating supervisors in your district/section. See the 2003 Besson decision for documentation information, [click here](#).